

ON-CALL UNIT MANAGER (OVW)

On-Call positions only. Non-exempt.

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Current Resume'
- ☐ Personal Statement
- ☐ Copy of valid, unrestricted Michigan Drivers license
- ☐ Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Human Services (DHS)
- ☐ Minimum of three (3) Letters of Recommendation
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
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Distribution Date: February 27, 2013

Closing Date: Open Continuous

POSITION ANNOUNCEMENT

POSITION: **ON-CALL UNIT MANAGER (OVW)**
On-Call positions. Non-exempt

LOCATION: OVW Transitional Home
755 Michigan Avenue
Baraga, Michigan

SUPERVISORY CONTROL: Transitional House Director

SALARY: Grade 3 without credentialing (minimum starting wage = \$8.91/hour)
Grade 4 with OVW Basic Training credentialing (minimum starting wage = \$10.43/hour)

QUALIFICATIONS:

- Must have High School Diploma or GED.
- Must possess leadership qualities and supervision qualities.
- Must possess a valid, unrestricted Michigan drivers license, have a good driving record, and be eligible to operate fleet vehicles.
- Must be willing to attend training.
- Must be able to document legibly.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment contingent upon the satisfactory result of a security background check, pre-employment physical and pre-employment drug testing.

INDIAN PREFERENCE: Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE: Preference will also be given to Veterans (need DD214).

DUTIES AND RESPONSIBILITIES:

Provides crisis intervention to individuals and groups relative to personal and social problems, and educational and vocational objectives.

Participates in client review.

Assigns rooms, assists in planning recreational activities, and supervises work and study programs of clients.

Ascertains need for and secures services of physician.

Answers telephone.

Be on the shift scheduled by the supervisor.

Will be on rotation schedule. Shifts are: 4:00 pm to 12:00 midnight

12:00 midnight to 8:00 am

Must be willing to work weekends and holidays.

Primary responsibility is the supervision of activities and routine functions at the Transitional House, such as overseeing clients' medication; general supervision of clients, keeping in mind at all time their health, safety, and welfare; possible transportation of clients; grocery shopping; cooking; perform light housekeeping duties as directed by the supervisor.

Doing building checks at designated intervals.

Be knowledgeable of emergency procedures.

Be knowledgeable of Transitional House Rules and Policies and recipient rights.

Follow the policies of the Office of Violence Against Women.

Will be required to Monitor Security Cameras.

Be aware of the rules on confidentiality, and be willing to sign and abide by the laws protecting confidentiality.

Additional duties as assigned by the supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

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